

### South Carolina Department of Health and Environmental Control Division of Procurement Services

# **Invitation For Bid**

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

Solicitation No.: IFB-38279-5/11/2010-WAT

Date Issued: April 13, 2010

Procurement Officer: Wayne A. Tesh, Jr.

Phone No.: (803) 898-3484

E-mail Address: teshwa@dhec.sc.gov

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DESCRIPTION: Disposal and transportation services of chemical hazardous waste generated by the South Carolina Department of Health and Environmental Control

USING GOVERNMENTAL UNIT: South Carolina Department of Health and Environmental Control

The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Offer" provision.

MAILING ADDRESS: SC DHEC – Division of Procurement Bureau of Business Management 2600 Bull Street Columbia, S.C. 29201	nt Services	PHYSICAL ADDRESS:  SC DHEC – Division of Procurement Services Bureau of Business Management 2600 Bull Street, Room 1200 – Aycock Bldg. Columbia, S.C. 29201		
SUBMIT OFFER BY (Opening Date/Tir	ne) <b>May 11, 2010</b>	2:30 P.M. ET (See "Deadline For Submission Of Offer" provision)		
QUESTIONS MUST BE RECEIVED BY	Y: <b>April 29, 201</b>	0 2:30 P.M. ET (See "Questions From Offerors" provision)		
NUMBER OF COPIES TO BE SUBMIT	TED: 1			
CONFERENCE TYPE:		LOCATION:		
DATE & TIME:		·		
(As appropriate, see "Conferences - Pre-Bid/Proposal" & "S	Site Visit" provisions)			
AWARD & Award will be posted or related notices will be		The award, this solicitation, any amendments, and any ving web address: http://www.scdhec.net/procurement		
You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.  (See "Signing Your Offer" and "Electronic Signature" provisions.)				
NAME OF OFFEROR  (full legal name of business submitting the offer)		Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.		
AUTHORIZED SIGNATURE		TAXPAYER IDENTIFICATION NO.		
•				
Person must be authorized to submit binding offer to contra	ct on behalf of Offeror.)	(See "Taxpayer Identification Number" provision)		
TITLE		STATE VENDOR NO.		
(business title of person signing above)		(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)		
PRINTED NAME	DATE SIGNED	STATE OF INCORPORATION		
printed name of person signing above)	·	(If you are a corporation, identify the state of incorporation.)		
OFFEROR'S TYPE OF ENTITY: (Check	k one)	(See "Signing Your Offer" provision.)		
Sole Proprietorship Corporate entity (not tax-exempt)	Partnership Corporation (tax-	OtherOther exempt) Government entity (federal, state, or local)		
OVER PAGE (DHEC -0137 - REV. 9/2009)	Corporation (tax-	Compt, Covernment cuttry (rederal, state, or local)		

### PAGE TWO

(Return Page Two with Your Offer) HOME OFFICE ADDRESS (Address for offeror's home office / NOTICE ADDRESS (Address to which all procurement and contract principal place of business) related notices should be sent.) (See "Notice" clause) Area Code - Number Extension Facsimile E-mail Address PAYMENT ADDRESS (Address to which payments will be sent.) ORDER ADDRESS (Address to which purchase orders will be sent) (See "Payment" clause) (See "Purchase Orders and "Contract Documents" clauses) Payment Address same as Home Office Address Office Address same as Home Office Address Payment Address same as Notice Address (check only one) Office Address same as Notice Address (check only one) ACKNOWLEDGMENT OF AMENDMENTS Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision) Amendment No. Amendment Issue Amendment No. Amendment No. Amendment Issue Amendment Issue Amendment No. Amendment Issue Date Date Date Date 10 Calendar Days (%) 20 Calendar Days (%) DISCOUNT FOR 30 Calendar Days (%) Calendar Days (%) PROMPT PAYMENT (See "Discount for Prompt Payment" clause) PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFEERNCE CAN HAVE SERIOUS CONSEQUENCES. [11-35-1524(E)(4)&(6)] PREFERENCES – ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)7(ii) or the Resident Contractor Preference (11-35-1524(C)(1)(iii). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)). In-State Office Address same as Home Office Address In-state Office Address same as Notice Address (check only one)

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### I. SCOPE OF SOLICITATION

It is the intent of the State of South Carolina, South Carolina Department of Health and Environmental Control (DHEC) to solicit offers to (purchase/establish a contract) for a source to provide the necessary services for the packing, required labeling, manifesting, transportation and disposal of chemical hazardous waste generated by the South Carolina Department of Health and Environmental Control (DHEC), Bureau of Laboratories and the Environmental Quality Control Laboratories, James A. Hayne Building, 8231 Parklane Road, Columbia, South Carolina, in accordance with all local, state and federal hazardous waste laws and regulations and all requirements as stated herein.

#### **ACQUIRE SERVICES (JAN 2006)**

The purpose of this solicitation is to acquire services complying with the enclosed description and/or specifications and conditions.

### MAXIMUM CONTRACT PERIOD - ESTIMATED: (JAN 2006)

Start Date:01-JUL-2010

End Date: 30-JUN-2015

Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award. See clause entitled "Terms of Contract – Effective Date / Initial Contract Period". This is a one year contract with four mutual one-year options to renew. If the contractor elects not to extend on the anniversary date, the contract must notify DHEC's Division of Procurement of its intention in writing ninety (90) days prior to the anniversary date.

### II. INSTRUCTIONS TO OFFERORS – A. GENERAL INSTRUCTIONS

**DEFINITIONS (JANUARY 2006)** EXCEPT AS OTHERWISE PROVIDED HEREIN, THE FOLLOWING DEFINITIONS ARE APPLICABLE TO ALL PARTS OF THE SOLICITATION.

AMENDMENT - means a document issued to supplement the original solicitation document.

BOARD - means the South Carolina Budget & Control Board.

BUYER - means the Procurement Officer.

CHANGE ORDER - means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract.

CONTRACT - See clause entitled "Contract Documents & Order of Precedence."

CONTRACT MODIFICATION – means a written order signed by the Procurement Officer, directing the contractor to make changes which the changes clause of the contract authorizes the Procurement Officer to order without the consent of the contractor. CONTRACTOR - means the Offeror receiving an award as a result of this solicitation.

COVER PAGE – means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.

OFFER – means the bid or proposal submitted in response this solicitation. The terms "Bid" and "Proposal" are used interchangeably with the term "Offer."

OFFEROR – means the single legal entity submitting the offer. The term "Bidder" is used interchangeably with the term "Offeror." See bidding provisions entitled "Signing Your Offer" and "Bid/Proposal As Offer To Contract."

ORDERING ENTITY - Using Governmental Unit that has submitted a Purchase Order.

PAGE TWO - means the second page of the original solicitation, which is labeled Page Two.

PROCUREMENT OFFICER - means the person, or his successor, identified as such on the Cover Page.

YOU and YOUR - means Offeror.

SOLICITATION - means this document, including all its parts, attachments, and any Amendments.

STATE - means the Using Governmental Unit(s) identified on the Cover Page.

SUBCONTRACTOR – means any person having a contract to perform work or render service to Contractor as a part of the Contractor's agreement arising from this solicitation.

USING GOVERNMENAL UNIT - means the unit of government identified as such on the Cover Page.

WORK - means all labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor's obligations under the Contract.

### AMENDMENTS TO SOLICITATION (DHEC - FEB 2007)

- (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <a href="http://www.scdhec.gov/procurement/">http://www.scdhec.gov/procurement/</a>
- (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment.
- (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

### **AWARD NOTIFICATION (NOV 2007)**

Notice regarding any award or cancellation of award will be posted at the location specified on the Cover Page. If the contract resulting from this Solicitation has a total or potential value of fifty thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation. Should the contract resulting from this Solicitation have a potential value of one hundred thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation and any award will not be effective until the eleventh day after such notice is given.

### BID / PROPOSAL AS OFFER TO CONTRACT (JAN 2004)

By submitting Your Bid or Proposal, You are offering to enter into a contract with the Using Governmental Unit(s). Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed.

### **BID ACCEPTANCE PERIOD (JAN 2004)**

In order to withdraw Your Offer after the minimum period specified on the Cover Page, You must notify the Procurement Officer in writing.

### **BID IN ENGLISH & DOLLARS (JAN 2004)**

Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation.

### BOARD AS PROCUREMENT AGENT (DHEC FEBRUARY 2007)

- (a) Authorized Agent. All authority regarding the conduct of this procurement is vested solely with the responsible Procurement Officer. Unless specifically delegated in writing, the Procurement Officer is the only government official authorized to bind the government with regard to this procurement.
- (b) Purchasing Liability. The Procurement Officer is an employee of the South Carolina Department of Health and Environment Control (SCDHEC) acting on behalf of SCDHEC pursuant to the Consolidated Procurement Code.

# CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (MAY 2008)

GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS.

- (a) By submitting an offer, the offeror certifies that—
- (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to—
- (i) Those prices;
- (ii) The intention to submit an offer; or
- (iii) The methods or factors used to calculate the prices offered.
- (2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.
- (b) Each signature on the offer is considered to be a certification by the signatory that the signatory—
- (1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; or
- (2)(i) Has been authorized, in writing, to act as agent for the offeror's principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification [As used in this subdivision (b)(2)(i), the term "principals" means the person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal];
- (ii) As an authorized agent, does certify that the principals referenced in subdivision (b)(2)(i) of this certification have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; and

South Carolina Department of Health and Environmental Control IFB-38279-5/11/2010-WAT Page 7 (iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification.

(c) If the offeror deletes or modifies paragraph (a)(2) of this certification, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure. [02-2A032-1]

### CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS (JAN 2004)

(a)(1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that-

- (i) Offeror and/or any of its Principals-
- (A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;
- (B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
- (C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.
- (ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.
- (2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).
- (b) Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (c) If Offeror is unable to certify the representations stated in paragraphs (a)(1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Officer may render the Offeror nonresponsible.
- (d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the State, the Procurement Officer may terminate the contract resulting from this solicitation for default.

### CODE OF LAWS AVAILABLE (JAN 2006)

The South Carolina Code of Laws, including the Consolidated Procurement Code, is available at: http://www.scstatehouse.net/code/statmast.htm. The South Carolina Regulations are available at: http://www.scstatehouse.net/coderegs/statmast.htm.

# COMPLETION OF FORMS / CORRECTION OF ERRORS (JAN 2006)

All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule). (Applicable only to offers submitted on paper.)

### **DEADLINE FOR SUBMISSION OF OFFER (JAN 2004)**

Any offer received after the Procurement Officer of the governmental body or his designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated purchasing office or the governmental bodies' mail room which services that purchasing office prior to the bid opening. [R.19-445.2070(H)]

### DRUG FREE WORK PLACE CERTIFICATION (JAN 2004)

By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

### **DUTY TO INQUIRE (JAN 2006)**

Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the State's attention.

### **ETHICS CERTIFICATE (May 2008)**

By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed.

### **OMIT TAXES FROM PRICE (JAN 2004)**

Do not include any sales or use taxes in your price that the State may be required to pay.

### **PROTESTS (JUNE 2006)**

Any prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen days of the date of issuance of the applicable solicitation document at issue. Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten days of the date notification of award is posted in accordance with this code. A protest shall be in writing, shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received by the appropriate Chief Procurement Officer within the time provided. See clause entitled "Protest-CPO". [§ 11-35-4210]

### **PUBLIC OPENING (JAN 2004)**

Offers will be publicly opened at the date / time and at the location identified on the Cover Page, or last Amendment, whichever is applicable

### **QUESTIONS FROM OFFERORS (JAN 2004)**

(a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions must be received by the Procurement Officer no later than five (5) days prior to opening unless otherwise stated on the Cover Page. Label any communication regarding your questions with the name of the procurement officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective offerors.

(b) The State seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer – as soon as possible – regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition.

### SUBMISSION OF QUESTIONS - Deadline April 29, 2010 by 2:30 PM ET

All questions, request for information or requests for clarification regarding this Invitation For Bid must be submitted as indicated below. Questions, request for information or requests for clarification must be submitted in writing either by mail or faxed and received no later than 2:30 pm ET on April 29, 2010. The State of South Carolina and SC DHEC are not under any obligation to respond to further questions, but reserve the right to do so after this deadline. Any follow-up questions must relate only to the amendment issued in the responses from SC DHEC. A response in the form of a written amendment to the Invitation For Bid will be mailed to all bidders and posted on the DHEC's Division of Procurement Services website (www.scdhec.net/procurement).

When possible, please submit all questions by email. Address the subject line of your email as follows: QUESTIONS: IFB-38279-5/11/2010-WAT Chemical Hazardous Waste

Mark envelopes on questions mailed:

**QUESTIONS: IFB-38279-5/6/2010-WAT** 

Title: Chemical Hazardous Waste Attn.: Wayne A. Tesh, Jr., CPPB

# ALL MAIL IS PICKED UP FROM THE US POSTAL SERVICE DAILY BY 10:30 A.M ET (EXCLUDING WEEKENDS AND HOLIDAYS).

### **REJECTION/CANCELLATION (JAN 2004)**

The State may cancel this solicitation in whole or in part. The State may reject any or all proposals in whole or in part. [SC Code Section 11-35-1710 & R.19-445.2065.]

### RESPONSIVENESS / IMPROPER OFFERS (JAN 2004)

- (a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the Solicitation.
- (b) Multiple Offers. Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all Solicitation requirements. If this solicitation is an Invitation for Bids, each separate offer must be submitted as a separate document. If this solicitation is a Request for Proposals, multiple offers may be submitted as one document, provided that you clearly differentiate between each offer and you submit a separate cost proposal for each offer, if applicable.
- (c) Responsiveness. Any Offer which fails to conform to the material requirements of the Solicitation may be rejected as nonresponsive. Offers which impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the State cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Officer. [R.19-445.2070 and Section 11-35-1520(13)]
- (d) Price Reasonableness: Any offer may be rejected if the Procurement Officer determines in writing that it is unreasonable as to price. [R. 19-445.2070].
- (e) Unbalanced Bidding. The State may reject an Offer as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the State even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

### RESTRICTIONS APPLICABLE TO OFFERORS (JAN 2004)

Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of the state Ethics Act. (a) After issuance of the solicitation, you agree not to discuss this procurement activity in any way with the Using Governmental Unit or its employees, agents or officials. All communications must be solely with the Procurement Officer. This restriction may be lifted by express written permission from the Procurement Officer. This restriction expires once a contract has been formed. (b) Unless otherwise approved in writing by the Procurement Officer, you agree not to give anything to any Using Governmental Unit.

#### SIGNING YOUR OFFER (JAN 2004)

Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words "by its Partner," and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venturer involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that is has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal.

### STATE OFFICE CLOSINGS (JAN 2004)

If an emergency or unanticipated event interrupts normal government processes so that offers cannot be received at the government office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal government processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening. If state offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference. Useful information may be available at: <a href="http://www.scemd.org/scgovweb/weather\_alert.htm">http://www.scemd.org/scgovweb/weather\_alert.htm</a>.

### SUBMITTING CONFIDENTIAL INFORMATION (AUGUST 2002)

(An overview is available at www.procurement.sc.gov) For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that

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Offeror contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected! If your response, or any part thereof, is improperly marked as confidential or trade secret or protected, the State may, in its sole discretion, determine it nonresponsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the State will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Offeror agrees to defend, indemnify and hold harmless the State of South Carolina, it's officers and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from the State withholding information that Offeror marked as "confidential" or "trade secret" or "PROTECTED". (All references to S.C. Code of Laws.)

### SUBMITTING YOUR OFFER OR MODIFICATION (JAN 2004)

(a) Offers and offer modifications shall be submitted in sealed envelopes or packages (unless submitted by electronic means) – (1) Addressed to the office specified in the Solicitation; and (2) Showing the time and date specified for opening, the solicitation number, and the name and address of the bidder. (b) If you are responding to more than one solicitation, each offer must be submitted in a different envelope or package. (c) Each Offeror must submit the number of copies indicated on the Cover Page. (d) Offerors using commercial carrier services shall ensure that the Offer is addressed and marked on the outermost envelope or wrapper as prescribed in paragraphs (a)(1) and (2) of this provision when delivered to the office specified in the Solicitation. (e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation. (f) Offers submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the solicitation.

### TAX CREDIT FOR SUBCONTRACTING WITH DISADVANTAGED SMALL BUSINESSES (JAN 2008)

Pursuant to Section 12-6-3350, a taxpayer having a contract with this State who subcontracts with a socially and economically disadvantaged small business is eligible for an income tax credit equal to four percent of the payments to that subcontractor for work pursuant to the contract. The subcontractor must be certified as a socially and economically disadvantaged small business as defined in Section 11-35-5010 and regulations pursuant to it. The credit is limited to a maximum of fifty thousand dollars annually. A taxpayer is eligible to claim the credit for ten consecutive taxable years beginning with the taxable year in which the first payment is made to the subcontractor that qualifies for the credit. After the above ten consecutive taxable years, the taxpayer is no longer eligible for the credit. A taxpayer claiming the credit shall maintain evidence of work performed for the contract by the subcontractor. The credit may be claimed on Form TC-2, "Minority Business Credit." A copy of the subcontractor's certificate from the Governor's Office of Small and Minority Business (OSMBA) is to be attached to the contractor's income tax return. Questions regarding the tax credit and how to file are to be referred to: SC Department of Revenue, Research and Review, Phone: (803) 898-5786, Fax: (803) 898-5888. Questions regarding subcontractor certification are to be referred to: Governor's Office of Small and Minority Business Assistance, Phone: (803) 734-0657, Fax: (803) 734-2498.

### **TAXPAYER IDENTIFICATION NUMBER (JAN 2004)**

- (a) If Offeror is owned or controlled by a common parent as defined in paragraph (b) of this provision, Offeror shall submit with its Offer the name and TIN of common parent.
- (b) Definitions: "Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member. "Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.
- (c) If Offeror does not have a TIN, Offeror shall indicate if either a TIN has been applied for or a TIN is not required. If a TIN is not required, indicate whether
  - (i) Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
  - (ii) Offeror is an agency or instrumentality of a state or local government;
  - (iii) Offeror is an agency or instrumentality of a foreign government; or (iv) Offeror is an agency or instrumentality of the Federal Government.

### VENDOR REGISTRATION MANDATORY (JAN 2006)

You must have a state vendor number to be eligible to submit an offer. To obtain a state vendor number, visit www.procurement.sc.gov and select "New Vendor Registration." (To determine if your business is already registered, go to "Vendor Search".) Upon registration, you will be assigned a state vendor number. Vendors must keep their vendor information current. If you are already registered, you can update your information by selecting "Change Vendor Registration." (Please note that vendor registration does not substitute for any obligation to register with the S.C. Secretary of State or S.C. Department of Revenue. You can register with the agencies at <a href="http://www.scbos.com/default.htm">http://www.scbos.com/default.htm</a>.)

### WITHDRAWAL OR CORRECTION OF OFFER (JAN 2004)

Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the Solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid. The withdrawal and correction of Offers is governed by S.C. Code Section 11-35-1520 and Regulation 19-445.2085.

### II. INSTRUCTIONS TO OFFERORS – B. SPECIAL INSTRUCTIONS

INVITATION FOR BID SUBMITTED VIA THE SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL'S FACSIMILE MACHINE ARE UNACCEPTABLE.

#### **CLARIFICATION (NOV 2007)**

Pursuant to Section 11-35-1520(8), the Procurement Officer may elect to communicate with you after opening for the purpose of clarifying either your offer or the requirements of the solicitation. Such communications may be conducted only with offerors who have submitted an offer which obviously conforms in all material aspects to the solicitation. Clarifications of an offer must be documented in writing and included with the offer. Clarifications may not be used to revise an offer or the solicitation. [Section 11-35-1520(8); R.19-445-2080]

### MAIL PICKUP (DHEC - APR 2009)

The South Carolina Department of Health and Environmental Control picks up all mail from The US Postal Service twice daily around 8:30 a.m. ET and 12:00 p.m. ET (excluding weekends and holidays). See provision entitled Deadline for Submission of Offer.

#### **OFFERING BY LOT (JAN 2006)**

Offers may be submitted for one or more complete lots. Failure to offer on all items within a lot will be reason for rejection.

### PREFERENCES - A NOTICE TO VENDORS (SEP. 2009)

On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at <a href="https://www.procurement.sc.gov/preferences.all.the">www.procurement.sc.gov/preferences.all.the</a> THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES. [11-35-1524(E)(4)&(6)]

### PREFERENCES - RESIDENT CONTRACTOR PREFERENCE (SEP 2009)

To qualify for the RCP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must, at the time you submit your bid, directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and your total direct labor cost for those individuals to provide those services must exceed fifty percent of your total bid price. [11-35-1524(C)(1)(iii)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that will perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, and documentation of the your labor cost for each person identified. If requested, your failure to provide this information promptly will be grounds to deny the preference (and, potentially, for other enforcement action).

# PREFERENCES - RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009)

To qualify for this preference, You must meet the following requirements. (1) You must -- at the time you submit your bid -- have a documented commitment from a single proposed first tier subcontractor to perform some portion of the services expressly required by the solicitation. (2) The subcontractor -- at the time you submit your bid -- must directly employ, or have a

South Carolina Department of Health and Environmental Control IFB-38279-5/11/2010-WAT documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and the total direct labor cost to the subcontractor for those individuals to provide those services exceeds, as applicable, either twenty percent for a 2% preference or forty percent of bidder's total bid price for a 4% preference. (3) You must identify the

subcontractor that will perform the work, the work the subcontractor is to perform, and your factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement. [11-35-1524(D)] You can stack this preference, i.e., earn another 2% or 4% preference for each additional qualifying subcontractor, but the preference is capped. [11-35-1524(D)(4), (E)(7)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that are to perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, the employer of those persons, your relationship with the employer, and documentation of the subcontractor's labor cost for each person identified. If requested, your failure to provide this information promptly will be grounds to deny the preference (and, potentially, for other enforcement action). YOU WILL NOT RECEIVE THE PREFERENCE UNLESS YOU SPECIFY WHETHER YOUR ARE CLAIMING THE 2% OR 4% PREFERENCE AND YOU PROVIDE THE INFORMATION REQUIRED BY ITEM (3) ABOVE.

### PREFERENCES - RESIDENT VENDOR PREFERENCE (SEP 2009)

To qualify for the RVP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must either: (1) maintain at a location in South Carolina at the time of the bid an inventory of expendable items which are representative of the general type of commodities for which the award will be made and which have a minimum total value, based on the bid price, equal to the lesser of fifty thousand dollars [\$50,000] or the annual amount of the contract; or (2) be a manufacturer headquartered and having an annual payroll of at least one million dollars in South Carolina and the end product being sold is either made or processed from raw materials into a finished end product by that manufacturer or its affiliate (as defined in Section 1563 of the Internal Revenue Code).

### PROTEST - CPO - MMO ADDRESS (JUNE 2006)

Any protest must be addressed to the Chief Procurement Officer, Materials Management Office, and submitted in writing (a) by email to protest-mmo@mmo.state.sc.us, (b) by facsimile at 803-737-0639, or (c) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201.

### **UNIT PRICES REQUIRED (JAN 2006)**

Unit price to be shown for each item.

### III. SCOPE OF WORK/SPECIFICATIONS

### Scope of Work

To establish a source for services necessary for the packing, required labeling, manifesting, transportation and disposal of chemical hazardous waste generated by the South Carolina Department of Health and Environmental Control (DHEC), Division of Laboratories and the EQC Laboratories, James A. Hayne Building, 8231 Parklane Road, Columbia, South Carolina 29223, in accordance with all local, state and federal hazardous waste laws and regulations. These services shall include all necessary personnel, labor, transportation, packaging, detailed chemical analyses (if required for disposal) materials, equipment and reports. The methods for disposal include (a) recycling; (b) incineration; (c) chemical inactivation/stabilization; and (d) other best available technologies as deemed necessary by law. The contractor will give preference to incineration when this is the most appropriate disposal method. DHEC will not be held liable for additional costs not stated on the bidding schedule.

This contract will cover hazardous waste streams including but not limited to:

- 1. Halogenated solvents
- 2. Non-halogenated solvents
- 3. Chemicals and laboratory sample residue suitable for lab packing in all hazardous waste classifications

This contract will not cover the disposal of radioactive materials, Class "A" explosives, pressurized materials or biological waste.

The contractor will give preference to incineration when this is an appropriate disposal method. Actual billing will vary from Total Base Cost amount as per the owners needs.

The importance of disposing of hazardous chemical wastes for DHEC in accordance with all local, state and federal laws and regulations and in a professional manner requires that the service be performed by an experienced and competent contractor who has satisfactorily handled hazardous chemical waste disposal of this type and to the degree included in these specifications.

### **SPECIFICATIONS**

#### A. GENERAL

1. PICK-UP: Waste is to be picked-up approximately two times a year depending upon the volume and diversity of activities. The DHEC project coordinator reserves the right to negotiate a scheduled pick-up time with the successful contractor. See additional information on pick-up of waste under Specifications, General, Item 9.

Professional interaction will be maintained as needed by the contractor and the DHEC project coordinator to maintain legal compliance as applicable to local, state and federal regulations. Upon notification of the contractor by the DHEC project coordinator, the contractor will implement the necessary actions to package and remove all specified chemical waste from the DHEC Hayne Building within ten working days. The contractor should be able to package, transport, and dispose of the designated chemical waste within the 180-day regulatory hold limit period.

- 2. TRANSPORTATION REQUIREMENTS: Transportation shall be in accordance with Department of Transportation, Code of Regulations, Hazardous Materials Regulation, Title 49, CFR 100-199. The contractor shall comply also with state and local requirements including obtaining all necessary permits, licenses and approval. The bidder shall substantiate that the bidder is a licensed Hazardous Waste Transporter with defined documented experience in handling, transporting and disposal of diverse hazardous chemical waste. The contractor will verify appropriate licensure as Hazardous Materials Transporter prior to loading any materials. The waste disposal method of each class of waste should be identified before removal.
- 3. All services must be in accordance with local, state and federal hazardous waste laws and regulations.
- 4. REQUIRED DOCUMENTS: A State of South Carolina manifest shall be completed by the contractor and furnished to the DHEC coordinator, All waste picked up shall be listed. The contractor shall prepare a Certificate of Disposal. This certificate is to be submitted with, or prior to the invoices. Any differences between the contract inventory and what was actually picked-up or disposed of must be thoroughly described and documented. Use attachments to the Certificate of Disposal if necessary. Any spills that occur during contract performance, regardless of quantity, and all personnel exposed should be reported to the DHEC coordinator. Such spills must be reported immediately by telephone and shall be confirmed in writing no later than five workdays after the telephone report. When reporting a spill briefly summarized and include;
- (a) Identification of the substance spilled (identification, quantity, and manifest number).
- (b) Whether amount spilled is EPA/State reportable and if reported, a copy of the report.
- (c) Exact location of the spill.
- (d) Containment procedures initiated.
- (e) Anticipated clean up and disposal procedures.
- (f) Disposal location of spill residue.
- (g) Personal injury involved.
- (h) Assistance required.
- (i) The name and telephone numbers of all state and federal officials contacted.
- (j) Narrative summarizing all on scene visits made by local, state and federal officials.
- 5. MANIFESTS: The hazardous waste must be manifested to the treatment facility. A hazardous waste manifest is required for the removal from the DHEC Bureau of Laboratories of all items pertaining to this contract. The contractor shall obtain and prepare all manifests. The pick up manifest will be reviewed and signed by the project coordinator. The project coordinator must receive a copy of the results from any chemical testing or analyses done to allow compliance with EPA and DOT regulations. Completed copies of the manifests shall be furnished to the DHEC project coordinator whose name appears on the manifests shall be submitted within the time prescribed by the State and EPA regulations.
- 6. INVOICING: A single invoice must be submitted for each pick-up to the Bureau of Laboratories, South Carolina Department of Health and Environmental Control, 8231 Parklane Road, Columbia, South Carolina 29223, Attention; Safety Officer.
- 7. Quantities shown herein are estimated requirements. DHEC does not obligate itself to the quantities indicated but the price offered must be allowed should the quantities be less. DHEC's requirement may exceed the quantities shown and all requests for pickup received by the contractor during the term of the contract shall be complied within accordance with the terms and conditions stated in this bid. Unit pricing will prevail.
- 8. DHEC will not furnish any equipment to assist the contractor in the performance of the contract. The contractor understands that any offers by DHEC personnel to use DHEC associated equipment for packaging, loading, processing, and disposal of the items covered under this bid are unauthorized and the contractor shall not accept such offer.
- 9. Scheduled pickup of waste will be coordinated with the DHEC project coordinator on an "as needed" basis dependent upon activities and volumes. Service calls (emergency pickup) of waste shall be performed within three working days from the

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10. DHEC reserves the right to request a copy of the current annual report or certified financial statement from the bidder, prepared by a certified public accountant, indicating financial capability to furnish hazardous waste disposal services as specified. This information will be kept confidential.

### B. CONTRACTOR'S REQUIREMENTS

- 1. The contractor shall, without additional expense to DHEC, be responsible for obtaining any necessary licenses and permits, to comply with any applicable Federal, State and Municipal Laws, Codes and Regulations in connection with the performance and completion of the work including acquiring any permits or registration necessary to operate on the installation site. The contractor is responsible for all damages to persons or property. The contractor shall take proper safety and health precautions to protect the work, the workers, the public and the property of others. The contractor shall be responsible for all materials delivered and work performed until completion and acceptance of the entire work.
- 2. Bidders must be approved and licensed for handling and transporting hazardous waste materials and be in full compliance with all local, state and federal regulations concerning hazardous materials transport and disposal.
- 3. The bidder shall substantiate that they are a licensed hazardous waste transporter with documented experience in the handling, transporting, and disposing of hazardous waste. Bidder(s) must have all statutory required vehicular insurance and waste liability insurance. Documentation may be requested before award.
- 4. The contractor will dispose of the hazardous waste using a method that will leave no future expense to the State of South Carolina. The contractor will not hold the State of South Carolina liable in the event that the contractor incurs additional expenses as a result of the disposal of the hazardous waste. The waste must be handled in a manner that:
  - a. The processing of the hazardous waste is such that renders it no longer a hazardous waste and the disposal is in a facility, approved as such, by the appropriate State or local agency.
  - b. Mere acceptance of the hazardous waste at a permitted treatment, storage, or disposal facility does not constitute disposal. It is the contractor's responsibility to obtain all necessary documentation to prove that the disposal of all items (as defined) have been accomplished. This documentation shall be attached to the Certificate of Disposal and submitted with, or prior to, the invoices.
- 5. The contractor must supply DHEC with the appropriate containers for storage of hazardous waste prior to pickup. All containers must be properly labeled and meet all requirements of the State and federal regulations.
- 6. The contractor is solely responsible for any and all spills or leaks during the performance of this contract. The contractor agrees to clean up such spills or leaks to the satisfaction of DHEC in a manner, which satisfied the applicable state, federal and local laws and regulations at no cost to DHEC. Written plans for spill clean up and a list of necessary equipment must be furnished to DHEC within ten days of the date of award of this contract.
- 7. All items collected on this contract must be segregated and kept physically separate from any other items until the initial treatment, storage or disposal facility (TSDF) is reached. The items must be labeled, so that they are readily identified to this contract throughout this period. In addition, the contractor must ensure that there is a clear audit trail for all items until disposal is accomplished.
- 8. The contractor shall be responsible for the segregating and packing of all hazardous waste in accordance with current regulatory procedures. Supplies for final packaging of diverse waste will be provided by the contractor. When repackaging is necessary, the contractor shall be responsible for disposal of the original container and packaging in a manner that complies with all applicable federal, state and local FDA and DOT regulations. The contractor shall also provide and affix appropriate placards to each vehicle prior to leaving DHEC's site.

Lab packs must be labeled in accordance with EPA regulations as well as DOT regulations. Each class or different type of waste shall be placed in appropriate containers as defined by local, state and federal regulations. It is the responsibility of the contractor to ensure that the waste is properly classified according to DOT regulations for transportation and EPA regulations for disposal. In addition, it is the contractor's responsibility to conduct any chemical analyses and characterizations of the waste that are needed to allow proper classification.

The final bolting of each barrel of chemical waste will be executed by the contractor. The contractor will be responsible for moving all waste from the storage areas to the loading dock. The contractor will load all lab packs (drums) onto the transport vehicle.

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9. THE SUCCESSFUL CONTRACTOR MUST COMPLY WITH THE DEPARTMENT OF TRANSPORATION , CODE OF REGULATIONS, HAZARDOUS MATERIALS REGULATION, TITLE 49 CFR 100-199.

- 10. The contractor will dispose of hazardous waste by a method that will leave no future expense potential to the State of South Carolina. The contractor will hold harmless the State of South Carolina in the event that the State incurs additional expense as a result of the contractor's disposal of the hazardous waste by:
  - (a) Recycling of specific chemical to another party other than DHEC for future use:

OR

- (b) The processing of the chemical waste (at a facility approved or such processing by the appropriate state or federal agency) in a manner that tenders it no longer a hazardous waste as defined in CFR 40, Parts 190 and 399. These processes would include (but not limited to) chemical treatment such as neutralization or detoxification; thermal treatment such as incineration or pyrolysis; and reprocessing or recovery followed by recycling/reuse.
- (c) Mere acceptance of the hazardous property (chemical waste) at a properly permitted treatment, storage or disposal facility (TSDF) does not constitute disposal. It is the prime contractor's responsibility to obtain all necessary documentation to prove that the disposal of all items (as defined in this contract) has been accomplished. This documentation shall be attached to the Certificate of Disposal and submitted with, or prior to, the invoice.
- The contractor's personnel and equipment shall comply with all applicable state, federal and local regulations. The contractor agrees that his personnel and equipment are subject to health and safety inspections by DHEC while on the site. The contractor shall ensure that all personnel involved in handling, packaging and transportation of items herein shall be trained in the areas of spills, burns, and general first aid procedures and in other areas as required by local, state and federal laws and regulations. The contractor will supply his personnel with protective clothing appropriate for the work of packaging and loading hazardous waste.

SC DHEC reserves the right to inspect the contractor and subcontractor's facilities and all aspects of operation required to provide the services identified herein.

12. All personnel employed by the contractor and subcontractors shall be duly trained and competent in performed the requirements of this solicitation.

### IV. INFORMATION FOR OFFERORS TO SUBMIT

### INFORMATION FOR OFFERORS TO SUBMIT – GENERAL (JAN 2006)

Offeror shall submit a signed Cover Page and Page Two. Offeror should submit all other information and documents requested in this part and in parts II.B. Special Instructions; III. Scope of Work; V. Qualifications; VIII. Bidding Schedule/Price Proposal; and any appropriate attachments addressed in section IX. Attachments to Solicitations.

### **MINORITY PARTICIPATION (JAN 2006)**

Is the bidder a South Carolina	Certified Minority Business?   Yes   NO
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Is the bidder a Minority Business certified by another governmental entity? ☐ Yes ☐ NO

If so, please list the certifying governmental entity:

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor? 

Yes NO

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor?  $\square$  Yes  $\square$  NO

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor?  $\square$  Yes  $\square$  NO

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor?  $\square$  Yes  $\square$  NO

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- □ Traditional minority
- □ Traditional minority, but female
- ☐ Women (Caucasian females)
- ☐ Hispanic minorities
- □ DOT referral (Traditional minority)
- □ DOT referral (Caucasian female)
- □ Temporary certification
- □ SBA 8 (a) certification referral
- ☐ Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

For a list of certified minority firms, please consult the Minority Business Directory, which is available at the following URL: <a href="http://www.govoepp.state.sc.us/osmba/">http://www.govoepp.state.sc.us/osmba/</a>

## V. QUALIFICATIONS

### QUALIFICATION OF OFFEROR (JAN 2006)

To be eligible for award of a contract, a prospective contractor must be responsible. In evaluating an Offeror's responsibility, the State Standards of Responsibility [R.19-445.2125] and information from any other source may be considered. An Offeror must, upon request of the State, furnish satisfactory evidence of its ability to meet all contractual requirements. Unreasonable failure to supply information promptly in connection with a responsibility inquiry may be grounds for determining that you are ineligible to receive an award. S.C. Code Section 11-35-1810.

### SUBCONTRACTOR - IDENTIFICATION (JAN 2006)

If you intend to subcontract with another business for any portion of the work and that portion exceeds 10% of your price, your offer must identify that business and the portion of work which they are to perform. Identify potential subcontractors by providing the business' name, address, phone, taxpayer identification number, and point of contact. In determining your responsibility, the state may evaluate your proposed subcontractors.

### REQUEST FOR ADDITIONAL INFORMATION (DHEC 2010)

To be considered for award, all bids must include, as a minimum, the following information. The bid must contain all required information listed below.

1.	Specify the number of years engaged in the disposal of hazardous chemical waste of the type and character covered by these specifications.
2.	Provide documentation that bidder is a licensed hazardous waste transporter with bid response.
3.	Vendor agrees to the CONTRACTOR'S LIABILITY INSURANCE (DHEC APRIL 2009) on Page 20 and upon award with subsequent purchase order will provide written documentation of coverage with your bid response.  YES NO
4.	List any notice of violations from federal, state or local authorities for calendar years 2008 and 2009.
5.	List of personnel who will be directly involved with the chemical waste disposal, their length of employment with bidder, the amount of training and experience each has in this type of disposal. This information must be submitted on all new employees involved with this contract.
6.	An outline of equipment, service facilities and treatment storage disposal facilities (TSDF) to be utilized in performing this contract. The State reserves the right to inspect all facilities. All travel related expenses will be incurred by the bidder for DHEC to inspect their facility.
7.	Contractors to include a contact person as the project coordinator, include the following information:  NAME:  TITLE:  LOCATION:
	LOCATION: TELEPHONE NO.: FAX NO.:
8.	All subcontractors (transportation, incineration, handling, etc.) must be identified with your bid response. Bidders must state what type of service each subcontractor will provide and must notify DHEC of any subcontractor changes. The State reserves the right to approve or reject subcontractors. Subcontractors must comply with all requirements as listed herein.

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IF BIDDERS PREFER TO ANSWER THE ABOVE ITEMS (1-8) ON A SEPARATE PAGE, RESTATE EACH ITEM FOLLOWED BY THEIR RESPONSE IMMEDIATELY THEREAFTER.

### VI. AWARD CRITERIA

#### AWARD TO ONE OFFEROR (JAN 2006)

Award will be made to one Offeror.

### AWARD BY LOT (JAN 2006)

Award will be made by complete lot(s).

### AWARD CRITERIA - BIDS (JAN 2006)

Award will be made to the lowest responsible and responsive bidder(s).

### VII. TERMS AND CONDITIONS – A. GENERAL

### ASSIGNMENT (JAN 2006)

No contract or its provisions may be assigned, sublet, or transferred without the written consent of the Procurement Officer.

#### **BANKRUPTCY (JAN 2006)**

(a) Notice. In the event the Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to the Using Governmental Unit. This notification shall be furnished within five (5) days of the initiation of the proceedings relating to the bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all State contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract. (b) Termination. This contract is voidable and subject to immediate termination by the State upon the contractor's insolvency, including the filing of proceedings in bankruptcy.

### CHOICE-OF-LAW (JAN 2006)

The Agreement, any dispute, claim, or controversy relating to the Agreement, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation.

### CONTRACT DOCUMENTS & ORDER OF PRECEDENCE (JAN 2006)

(a) Any contract resulting from this solicitation shall consist of the following documents: (1) a Record of Negotiations, if any, executed by you and the Procurement Officer, (2) documentation regarding the clarification of an offer [e.g., 11-35-1520(8) or 11-35-1530(6)], if applicable, (3) the solicitation, as amended, (4) modifications, if any, to your offer, if accepted by the Procurement Officer, (5) your offer, (6) any statement reflecting the state's final acceptance (a/k/a "award"), and (7) purchase orders. These documents shall be read to be consistent and complimentary. Any conflict among these documents shall be resolved by giving priority to these documents in the order listed above. (b) The terms and conditions of documents (1) through (6) above shall apply notwithstanding any additional or different terms and conditions in either (i) a purchase order or other instrument submitted by the State or (ii) any invoice or other document submitted by Contractor. Except as otherwise allowed herein, the terms and conditions of all such documents shall be void and of no effect. (c) No contract, license, or other agreement containing contractual terms and conditions will be signed by any Using Governmental Unit. Any document signed or otherwise agreed to by persons other than the Procurement Officer shall be void and of no effect.

### **DISCOUNT FOR PROMPT PAYMENT (JAN 2006)**

- (a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, offerors awarded contracts may include discounts for prompt payment on individual invoices.
- (b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the state annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or,

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#### DISPUTES (JAN 2006)

(1) Choice-of-Forum. All disputes, claims, or controversies relating to the Agreement shall be resolved exclusively by the appropriate Chief Procurement Officer in accordance with Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws, or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in, Richland County, State of South Carolina. Contractor agrees that any act by the Government regarding the Agreement is not a waiver of either the Government's sovereign immunity or the Government's immunity under the Eleventh Amendment of the United State's Constitution. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. (2) Service of Process. Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any disputes, claims, or controversies relating to the Agreement; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on Contractor by certified mail (return receipt requested) addressed to Contractor at the address provided as the Notice Address on Page Two or by personal service or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed duly given upon deposit in the United States mail.

#### **EQUAL OPPORTUNITY (JAN 2006)**

Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference.

### **FALSE CLAIMS (JAN 2006)**

According to the S.C. Code of Laws § 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime.

### FIXED PRICING REQUIRED (JAN 2006)

Any pricing provided by contractor shall include all costs for performing the work associated with that price. Except as otherwise provided in this solicitation, contractor's price shall be fixed for the duration of this contract, including option terms. This clause does not prohibit contractor from offering lower pricing after award.

### **NON-INDEMNIFICATION (JAN 2006)**

Any term or condition is void to the extent it requires the State to indemnify anyone.

### **NOTICE (JAN 2006)**

(A) After award, any notices shall be in writing and shall be deemed duly given (1) upon actual delivery, if delivery is by hand, (2) upon receipt by the transmitting party of automated confirmation or answer back from the recipient's device if delivery is by telex, telegram, facsimile, or electronic mail, or (3) upon deposit into the United States mail, if postage is prepaid, a return receipt is requested, and either registered or certified mail is used. (B) Notice to contractor shall be to the address identified as the Notice Address on Page Two. Notice to the state shall be to the Procurement Officer's address on the Cover Page. Either party may designate a different address for notice by giving notice in accordance with this paragraph.

### PAYMENT (JAN 2006)

(a) The Using Governmental Unit shall pay the Contractor, after the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified in this contract, including the purchase order, payment shall not be made on partial deliveries accepted by the Government. (b) Unless the purchase order specifies another method of payment, payment will be made by check. (c) Payment and interest shall be made in accordance with S.C. Code Section 11-35-45. Contractor waives imposition of an interest penalty unless the invoice submitted specifies that the late penalty is applicable.

### PREVENTING AND REPORTING FRAUD, WASTE AND ABUSE (DHEC 2008)

- a. Federal and state laws make it unlawful to submit false claims to the government for payment; provide for civil, criminal and administrative penalties; and protect individuals, including government employees, who make good faith reports of suspected violations.
- b. SCDHEC has established procedures and policies concerning the prevention and reporting of fraud, waste and abuse (FWA) in agency-funded programs, including but not limited to those funded by federal grants such as Medicaid. No agency employee, agent, or contractor shall direct, participate in, approve, or tolerate any violation of federal or state laws regarding FWA in government programs. Any employee, agent, or contractor of SCDHEC who submits a false claim in violation of federal or state laws will be reported to appropriate authorities.
- c. The federal False Claims Act provides civil penalties for submitting false claims or statements to a federally funded program and authorizes the U. S. Attorney General to enforce this law. Citizens may bring an action on behalf of the government within six years of submittal of the false claim, and may receive part of any damages. An individual who in

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good faith reports information about false claims submitted by others is protected by law from retaliation for making the report ("whistleblower" protection.) Federal law also allows certain agencies, including the Department of Health and Human Services, to hold administrative hearings to penalize persons for false or fraudulent claims.

- d. Under State law, persons may be criminally prosecuted for false claims made to an insurer, HMO or any person, including state government, providing benefits for health care. Medicaid fraud statutes allow criminal prosecution of health care providers and Medicaid applicants or recipients who knowingly make false statements to the Medicaid Program, or conceal or fail to disclose material facts affecting entitlement to Medicaid reimbursement, payment, or benefits. Health care providers may also be liable for civil and administrative penalties and sanctions for Medicaid fraud. The State Attorney General has authority to prosecute persons for insurance fraud who make false statements and misrepresentations in order to obtain an undeserved economic benefit or to deny someone a benefit in connection with any insurance transaction. The State Computer Crimes Act authorizes criminal penalties for persons who use a computer to devise or execute any fraud scheme or to obtain money or services by false representations.
- e. Anyone who becomes aware of the existence or apparent existence of FWA in agency funded programs is encouraged to report such matters by writing to the Office of Internal Audits, SCDHEC, 2600 Bull Street, Columbia, South Carolina 29201; or by calling the Agency Fraud, Waste and Abuse Hotline at 803-0896-0650 or toll-free at 1-866-206-5202. Reports will be handled confidentially.
- f. The Contractor is required to inform contractor's employees of the existence of SCDHEC's policy prohibiting FWA and the procedures for reporting FWA to the agency.

### **PUBLICITY (JAN 2006)**

Contractor shall not publish any comments or quotes by State employees, or include the State in either news releases or a published list of customers, without the prior written approval of the Procurement Officer.

#### **PURCHASE ORDERS (JAN 2006)**

Contractor shall not perform any work prior to the receipt of a purchase order from the using governmental unit. The using governmental unit shall order any supplies or services to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract. Purchase orders may be electronic. No particular form is required. An order placed pursuant to the purchasing card provision qualifies as a purchase order.

### SETOFF (JAN 2006)

The state shall have all of its common law, equitable, and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the state with regard to this contract, any other contract with any state department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the state for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto.

#### SURVIVAL OF OBLIGATIONS (JAN 2006)

The Parties' rights and obligations which, by their nature, would continue beyond the termination, cancellation, rejection, or expiration of this contract shall survive such termination, cancellation, rejection, or expiration, including, but not limited to, the rights and obligations created by the following clauses: Indemnification - Third Party Claims, Intellectual Property Indemnification, and any provisions regarding warranty or audit.

### **TAXES (JAN 2006)**

Any tax the contractor may be required to collect or pay upon the sale, use or delivery of the products shall be paid by the State, and such sums shall be due and payable to the contractor upon acceptance. Any personal property taxes levied after delivery shall be paid by the State. It shall be solely the State's obligation, after payment to contractor, to challenge the applicability of any tax by negotiation with, or action against, the taxing authority. Contractor agrees to refund any tax collected, which is subsequently determined not to be proper and for which a refund has been paid to contractor by the taxing authority. In the event that the contractor fails to pay, or delays in paying, to any taxing authorities, sums paid by the State to contractor, contractor shall be liable to the State for any loss (such as the assessment of additional interest) caused by virtue of this failure or delay. Taxes based on Contractor's net income or assets shall be the sole responsibility of the contractor.

### TERMINATION DUE TO UNAVAILABILITY OF FUNDS (JAN 2006)

Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefor. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled. In the event of a cancellation pursuant to this paragraph, contractor will be reimbursed the resulting unamortized, reasonably incurred, nonrecurring costs. Contractor will not be reimbursed any costs amortized beyond the initial contract term.

#### THIRD PARTY BENEFICIARY (JAN 2006)

This Contract is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Contract as a third party beneficiary or otherwise.

### WAIVER (JAN 2006)

The State does not waive any prior or subsequent breach of the terms of the Contract by making payments on the Contract, by failing to terminate the Contract for lack of performance, or by failing to strictly or promptly insist upon any term of the Contract. Only the Procurement Officer has actual authority to waive any of the State's rights under this Contract. Any waiver must be in writing.

### VII. TERMS AND CONDITIONS – B. SPECIAL

#### CISG (JAN 2006)

The parties expressly agree that the UN Convention on the International Sale of Goods shall not apply to this agreement.

### **COMPLIANCE WITH LAWS (JAN 2006)**

During the term of the contract, contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

### **CONFERENCE – PRE-PERFORMANCE (JAN 2006)**

Unless waived by the Procurement Officer, a pre-performance conference between the contractor, state and Procurement Officer shall be held at a location selected by the state within five (5) days after final award, and prior to commencement of work under the contract. The responsibilities of all parties involved will be discussed to assure a meeting of the minds of all concerned. The successful contractor or his duly authorized representative shall be required to attend at contractor's expense.

### CONTRACTOR'S LIABILITY INSURANCE (DHEC APRIL 2009)

- (1) Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in South Carolina such insurance as will protect the contractor from the types of claims set forth below which may arise out of or result from the contractor's operations under the contract and for which the contractor may be legally liable, whether such operations be by the contractor or by a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable: (a) claims under workers' compensation, disability benefit and other similar employee benefit acts which are applicable to the work to be performed; (b) claims for damages because of bodily injury, occupational sickness or disease, or death of the contractor's employees; (c) claims for damages because of bodily injury, sickness or disease, or death of any person other than the contractor's employees; (d) claims for damages insured by usual personal injury liability coverage; (e) claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting there from; (f) claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle; (g) claims for bodily injury or property damage arising out of completed operations; and (h) claims involving contractual liability insurance applicable to the Contractor's obligations under the provision entitled Indemnification Third Party Claims.
- (2) Coverage shall be written on an occurrence basis and shall be maintained without interruption from date of commencement of the work until date of final payment. Coverage must include the following on a commercial basis: (i) Premises Operations, (ii) Independent Contractor's Protective, (iii) Products and Completed Operations, (iv) Personal and Advertising Injury, (v) Contractual, including specific provision for contractor's obligations under the provision entitled Indemnification Third Party Claims, (vi) Broad Form Property Damage including Completed Operations, and (vii) Owned, Non-owned and Hired Motor Vehicles.
- (3) The insurance required by this paragraph shall be written for not less than the following limits of liability or as required by law, whichever coverage is greater.:

### COMMERCIAL GENERAL LIABILITY:

General Aggregate (per project) \$1,000,000 Products/Completed Operations \$1,000,000 Personal and Advertising Injury \$1,000,000 Each Occurrence \$1,000,000 Fire Damage (Any one fire) \$ 50,000 Medical Expense (Any one person) \$ 5,000

BUSINESS AUTO LIABILITY (including All Owned, Nonowned, and Hired Vehicles): Combined Single Limit \$1,000,000

OR

Bodily Injury & Property Damage (each) \$750,000

### WORKER'S COMPENSATION:

State Statutory Employers Liability \$100,000 Per Acc.

\$500,000 Disease, Policy Limit; \$100,000 Disease, Each Employee

ENVIRONMENTAL IMPAIRMENT LIABILITY/

\$5,000,000

Sudden and Accidental Pollution MCS 90

Each Occurrence

- (4) Required Documentation. (a) Prior to commencement of the work, contractor shall provide to the state a signed, original certificate of liability insurance (ACORD 25). The certificate shall identify the types of insurance, state the limits of liability for each type of coverage, include a provision for 30 days notice prior to cancellation, name every applicable using governmental unit (as identified on the cover page) as a Certificate Holder, provide that the general aggregate limit applies per project, and provide that coverage is written on an occurrence basis. (b) Prior to commencement of the work, contractor shall provide to the state a written endorsement to the contractor's general liability insurance policy that (i) names every applicable using governmental unit (as identified on the Cover Page) as an additional insured, (ii) provides that no material alteration, cancellation, non-renewal, or expiration of the coverage contained in such policy shall have effect unless the named governmental unit(s) has been given at least thirty (30) days prior written notice, and (iii) provides that the Contractor's liability insurance policy shall be primary, with any liability insurance of the state as secondary and noncontributory. (c) Both the certificate and the endorsement must be received directly from either the contractor's insurance agent or the insurance company.
- (5) Contractor shall provide a minimum of thirty (30) days written notice to every applicable using governmental unit of any proposed reduction of coverage limits (on account of revised limits or claims paid under the General Aggregate) or any substitution of insurance carriers.
- (6) The state's failure to demand either a certificate of insurance or written endorsement required by this paragraph is not a waiver of contractor's obligations to obtain the required insurance.

### **CONTRACTOR PERSONNEL (JAN 2006)**

The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

### CONTRACTOR'S OBLIGATION - GENERAL (JAN 2006)

The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements.

### CONTRACTOR'S USE OF STATE PROPERTY (JAN 2006)

Upon termination of the contract for any reason, the State shall have the right, upon demand, to obtain access to, and possession of, all State properties, including, but not limited to, current copies of all State application programs and necessary documentation, all data, files, intermediate materials and supplies held by the contractor. Contractor shall not use, reproduce, distribute, display, or sell any data, material, or documentation owned exclusively by the State without the State's written consent, except to the extent necessary to carry out the work.

### **DEFAULT - SHORT FORM (JAN 2006)**

The state may terminate this contract, or any part hereof, for cause in the event of any default by the contractor, or if the contractor fails to comply with any contract terms and conditions, or fails to provide the state, upon request, with adequate assurances of future performance. In the event of termination for cause, the state shall not be liable to the contractor for any amount for supplies or services not accepted, and the contractor shall be liable to the state for any and all rights and remedies provided by law. If it is determined that the state improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

### ESTIMATED QUANTITY – UNKNOWN (JAN 2006)

The total quantity of purchases of any individual item on the contract is not known. The States does not guarantee that the State will buy any specified item or total amount. The omission of an estimated purchase quantity does not indicate a lack of need but rather a lack of historical information.

# ILLEGAL IMMIGRATION (NOV 2008): (An overview is available at www.procurement.sc.gov)

By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

### INDEMNIFICATION - THIRD PARTY CLAIMS (JAN 2006)

Notwithstanding any limitation in this agreement, Contractor shall defend and indemnify the State of South Carolina, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees against all suits or claims of any nature (and all damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities attributable thereto) by any third party which arise out of, or result in any way from, any defect in the goods or services acquired hereunder or from any act or omission of Contractor, its subcontractors, their employees, workmen, servants or agents. Contractor shall be given written notice of any suit or claim. State shall allow Contractor to defend such claim so long as such defense is diligently and capably prosecuted through legal counsel. State shall allow Contractor to settle such suit or claim so long as (i) all settlement payments are made by (and any deferred settlement payments are the sole liability of) Contractor, and (ii) the settlement imposes no non-monetary obligation upon State. State shall not admit liability or agree to a settlement or other disposition of the suit or claim, in whole or in part, without the prior written consent of Contractor. State shall reasonably cooperate with Contractor's defense of such suit or claim. The obligations of this paragraph shall survive termination of the parties' agreement.

### **INTELLECTUAL PROPERTY INFRINGEMENT (JAN 2006)**

(a) Without limitation and notwithstanding any provision in this agreement, Contractor shall, upon receipt of notification, defend and indemnify the State, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees against all actions, proceedings or claims of any nature (and all damages, settlement payments, attorneys' fees (including inside counsel), costs, expenses, losses or liabilities attributable thereto) by any third party asserting or involving an IP right related to an acquired item. State shall allow Contractor to defend such claim so long as the defense is diligently and capably prosecuted. State shall allow Contractor to settle such claim so long as (i) all settlement payments are made by Contractor, and (ii) the settlement imposes no non-monetary obligation upon State. State shall reasonably cooperate with Contractor's defense of such claim. (b) In the event an injunction or order shall be obtained against State's use of any acquired item, or if in Contractor's opinion, the acquired item is likely to become the subject of a claim of infringement or violation of an IP right. Contractor shall, without in any way limiting the foregoing, and at its expense, either: (1) procure for State the right to continue to use, or have used, the acquired item, or (2) replace or modify the acquired item so that it becomes non-infringing but only if the modification or replacement does not adversely affect the specifications for the acquired item or its use by State. If neither (1) nor (2), above, is practical, State may require that Contractor remove the acquired item from State, refund to State any charges paid by State therefore, and take all steps necessary to have State released from any further liability. (c) Contractors obligations under this paragraph do not apply to a claim to the extent (i) that the claim is caused by Contractor's compliance with specifications furnished by the State unless Contractor knew its compliance with the State's specifications would infringe an IP right, or (ii) that the claim is caused by Contractor's compliance with specifications furnished by the State if the State knowingly relied on a third party's IP right to develop the specifications provided to Contractor and failed to identify such product to Contractor. (d) As used in this paragraph, these terms are defined as follows: "IP right(s)" means a patent, copyright, trademark, trade secret, or any other proprietary right. "Acquired item(s)" means the rights, goods, or services furnished under this agreement. "Specification(s)" means a detailed, exact statement of particulars such as a statement prescribing materials, dimensions, and quality of work. (e) Contractor's obligations under this clause shall survive the termination, cancellation, rejection, or expiration of this Agreement.

### **LICENSES AND PERMITS (JAN 2006)**

During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the State, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.

### OWNERSHIP OF DATA & MATERIALS (JAN 2006)

All data, material and documentation either prepared for the state pursuant to this contract shall belong exclusively to the State.

### PACK SIZE - BUNDLING (JAN 2006)

You may bundle units differently than called for by the bidding schedule provided your offer explains how you bundle units.

### PACKAGING (JAN 2006)

Alternate packaging will be given consideration.

### PRICE ADJUSTMENT - LIMITED - AFTER INITIAL TERM ONLY (JAN 2006)

Upon approval of the Procurement Officer, prices may be adjusted for any renewal term. Prices shall not be increased during the initial term. Any request for a price increase must be received by the Procurement Officer at least ninety (90) days prior to the expiration of the applicable term and must be accompanied by sufficient documentation to justify the increase. If approved, a price increase becomes effective starting with the term beginning after approval. A price increase must be executed as a change order. Contractor may terminate this contract at the end of the then current term if a price increase request is denied. Notice of termination pursuant to this paragraph must be received by the Procurement Officer no later than fifteen (15) days after the Procurement Officer sends contractor notice rejecting the requested price increase.

### PRICE ADJUSTMENTS - LIMITED BY CPI "Other Goods & Services" (JAN 2006)

Upon request and adequate justification, the Procurement Officer may grant a price increase up to, but not to exceed, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Consumer Price Index (CPI) for all urban consumers (CPI-U), "Other Goods & Services" for services, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at www.bls.gov.

### SHIPPING / RISK OF LOSS (JAN 2006)

F.O.B. Destination. Destination is the shipping dock of the Using Governmental Units' designated receiving site, or other location, as specified herein. (See Delivery clause)

### SUBCONTRACTOR SUBSTITUTION PROHIBITED - RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009)

If you receive an award as a result of the subcontractor preference, you may not substitute any business for the subcontractor upon which you relied to qualify for the preference, unless first approved in writing by the procurement officer. If you violate this provision, the State may terminate your contract for cause and you may be debarred. In addition, the procurement officer may require you to pay the State an amount equal to twice the difference between the price paid by the State and the price offered by the next lowest bidder, unless the substituted subcontractor qualifies for the preference. [11-35-1524(D)(5)(c)]

### SUBSTITUTIONS PROHIBITED - END PRODUCT PREFERENCES (SEP 2009)

If you receive the award as a result of the South Carolina end product or United States end product preference, you may not substitute a nonqualifying end product for a qualified end product. If you violate this provision, the State may terminate your contract for cause and you may be debarred. In addition, you shall pay to the State an amount equal to twice the difference between the price paid by the State and your evaluated price for the item for which you delivered a substitute. [11-35-1534(B)(4)]

### TERM OF CONTRACT - EFFECTIVE DATE / INITIAL CONTRACT PERIOD (JAN 2006)

The effective date of this contract is the first day of the Maximum Contract Period as specified on the <u>final</u> statement of award. The initial term of this agreement is one year from the effective date. Regardless, this contract expires no later than the last date stated on the final statement of award.

### TERM OF CONTRACT - OPTION TO RENEW (JAN 2006)

At the end of the initial term, and at the end of each renewal term, this contract shall automatically renew for a period of one year, unless contractor receives notice that the state elects not to renew the contract at least thirty (30) days prior to the date of renewal. Regardless, this contract expires no later than the last date stated on the final statement of award.

### TERM OF CONTRACT - TERMINATION BY CONTRACTOR (JAN 2006)

Contractor may terminate this contract at the end of the initial term, or any renewal term, by providing the Procurement Officer notice of its election to terminate under this clause at least ninety (90) days prior to the expiration of the then current term.

# TERMINATION FOR CONVENIENCE – INDEFINITE DELIVERY / INDEFINITE QUANTITY CONTRACTS (JAN 2006)

Unless the termination so provides, a termination for convenience shall not operate to terminate any purchase orders issued prior to the effective date of termination.

### TERMINATION FOR CONVENIENCE - SHORT FORM (JAN 2006)

The Procurement Officer may terminate this contract in whole or in part, for the convenience of the State. In such a termination, the Procurement Officer may require the contractor to transfer title and deliver to the State in the manner and to the extent directed by the Procurement Officer: (a) any completed supplies; and (b) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing material") as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract. Upon such termination, the contractor shall (a) stop work to the extent specified, (b) terminate any subcontracts as they relate to the terminated work, and (c) be paid the following amounts without duplication, subject to the other terms of this contract: (i) contract prices for supplies or services accepted under the contract, (ii) costs incurred in performing the terminated portion of the work, and (iii) any other reasonable costs that the contractor can demonstrate to the satisfaction of the State, using its standard record keeping system, have resulted from the termination. The contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided. As a condition of payment, contractor shall submit within three months of the effective date of the termination a claim specifying the amounts due because of the termination. The absence of an appropriate termination for convenience clause in any subcontract shall not increase the obligation of the state beyond what it would have been had the subcontract contained such a clause.

### VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL

### **BIDDING SCHEDULE (NOV 2007)**

Bidder is to provide cost for labor and materials to pack, label, transport, and treat hazardous waste for the South Carolina Department of Health and Environmental Control (DHEC), Bureau of Laboratories and EQC Laboratories, James A. Hayne Building, 8231 Parklane Road, Columbia, South Carolina in accordance with all the requirements stated in this bid and as requested below. Bidder must include all costs associated with this service in the drum cost, no other cost will be allowed if not stated in this bid.

NOTE: Quantities shown are estimated and the cost will be for evaluation purposes only. The unit cost submitted will prevail throughout the contract.

For evaluation purposes the cost per hour and drum for each item listed in A, B, C and D will be used.

# LABOR COSTS for on site work (labor costs for travel time must be included in the per drum cost)

# A.LABOR COSTS for on site work (labor costs for travel time must be included in the per drum cost)

Item	Quantity	Unit of Measure	Price		
1	1	Per hour	\$		
Item Description:	Chemist Regular Hou	ırs			
Qu	estion	Mandatory / Optional	Multiple Responses Accepted?	Response	
35-1524(C) (1) (III) OF THIS SOLICIT INFORMATION. F THESE PREFEREI	RACTOR EE THE SC CODE, SECTION 11- ) AND SECTION IIB ATION FOR MORE	Mandatory	No	Yes No	
ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR PREFERENCE-2%? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(D) AND IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES		Mandatory	No	Yes No	
35-1524(D) AND II SOLICITATION FO INFORMATION. F THESE PREFEREN	ONTRACTOR ? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	Ño	Yes No	

Item	Quantity	Unit of Measure		Price	
2.	1	Per hour	\$		
Item Description	: Chemist Overtime Ho	ours			
Q	puestion	Mandatory / Optional	Multiple Responses Accepted?	Response	
ARE YOU REQUESTING THE SC RESIDENT CONTRACTOR PREFERENCE? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(C) (1) (III) AND SECTION IIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES		Mandatory	No	Yes No	
ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR PREFERENCE-2%? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(D) AND IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES		Mandatory	No	Yes No	
RESIDENT SUBO PREFERENCE-49 PROCUREMENT 35-1524(D) AND SOLICITATION INFORMATION. THESE PREFERE	%? SEE THE SC CODE, SECTION 11- IIB & VIIB OF THIS FOR MORE	Mandatory	No	YesNo	

Item	Quantity	Unit of Measure		Price	
3	1	Per hour	\$		
Item Description	: Laborer Regular Hou	rs			
Q	uestion	Mandatory / Optional	Multiple Responses Accepted?	Response	
RESIDENT CON PREFERENCE? PROCUREMENT 35-1524(C) (1) (I OF THIS SOLICI INFORMATION THESE PREFER	EE YOU REQUESTING THE SC SIDENT CONTRACTOR EFERENCE? SEE THE SC OCUREMENT CODE, SECTION 111524(C) (1) (III) AND SECTION IIB THIS SOLICITATION FOR MORE FORMATION. FOR A FAQ ON IESE PREFERENCES, PLEASE SEE WW.PROCUREMENT.SC.GOV/PRE RENCES		No	Yes No	
ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR PREFERENCE-2%? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(D) AND IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES		Mandatory	No	Yes No	
RESIDENT SUBO PREFERENCE-4 <sup>o</sup> PROCUREMENT 35-1524(D) AND SOLICITATION INFORMATION. THESE PREFER	%? SEE THE SC CODE, SECTION 11- IIB & VIIB OF THIS FOR MORE	Mandatory	No	Yes No	

Item	Quantity	Unit of Measure		Price	
4	1	Per hour	\$		
Item Description:	Laborer <b>Overtime</b> Ho	ours			
Qu	iestion	Mandatory / Optional	Multiple Responses Accepted?	Response	
ARE YOU REQUESTING THE SC RESIDENT CONTRACTOR PREFERENCE? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(C) (1) (III) AND SECTION IIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES		Mandatory	No	Yes No	
35-1524(D) AND I SOLICITATION F INFORMATION. I THESE PREFERE	ONTRACTOR 5? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes No	
35-1524(D) AND II SOLICITATION FORMATION. FOR THESE PREFEREI	ONTRACTOR 17 SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes No	

TO	T	AT.	ONE	HOUR	COSTS	IN	ITEM	Δ.
1 1								

\$		
4		

B. BULK DRUMS FOR INCINERATION or FUEL BLENDING

Item	Quantity	Unit of Measure	Price		
5	. 1	55 gallon drum	\$		
Item Description:	55 Gallon mixed solve	ents, non-halogenated	,		
Qu	estion	Mandatory / Optional	Multiple Responses Accepted?	Response	
ARE YOU REQUESTING THE SC RESIDENT CONTRACTOR PREFERENCE? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(C) (1) (III) AND SECTION IIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES		Mandatory	No	Yes No	
ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR PREFERENCE-2%? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(D) AND IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES		Mandatory	No	Yes No	
ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR PREFERENCE-4%? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(D) AND IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES		Mandatory	No	Yes No	

Item	Quantity	Unit of Measure		Price	
6	1	55 gallon drum	\$		
Item Description:	55 Gallon mixed solve	ents, halogenated.			
Qu	estion	Mandatory / Optional	Multiple Responses Accepted?	Response	
35-1524(C) (1) (III OF THIS SOLICIT INFORMATION. I THESE PREFERE	RACTOR EE THE SC CODE, SECTION 11- ) AND SECTION IIB ATION FOR MORE	Mandatory	No	YesNo	
ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR PREFERENCE-2%? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(D) AND IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES		Mandatory	No	Yes No	
35-1524(D) AND I SOLICITATION F INFORMATION. F THESE PREFEREI	ONTRACTOR ? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes No	

$\mathbf{T}($	)	TAL	COS	ST (	$\mathbf{OF}$	EA(	$\mathbf{H}$	DR	$\mathbf{U}\mathbf{M}$	$\mathbf{IN}$	<b>B</b> :	: <b>\$</b>
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C. LAB PACKS FOR INCINERATION or OTHER TREATMENT

. Item	Quantity	Unit of Measure	Pr	ice	Estimated annual usage
7	1	55 gallon drum	\$		2
Item Description:	Laboratory sample wa	ste (soil and water co	ontaminated with	metals, D004-D	011, and/or organics)
Qu	estion	Mandatory / Optional	Multiple Responses Accepted?		Response
35-1524(C) (1) (III) OF THIS SOLICIT INFORMATION. F THESE PREFEREI	RACTOR EE THE SC CODE, SECTION 11- ) AND SECTION IIB ATION FOR MORE	Mandatory	No	Yes No	
35-1524(D) AND II SOLICITATION FO INFORMATION. F THESE PREFEREN	ONTRACTOR ? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes No	
35-1524(D) AND II SOLICITATION FO INFORMATION. F THESE PREFEREN	ONTRACTOR ? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes	

Item	Quantity	Unit of Measure	P	rice	Estimated annual usage	
8	1	20 gallon drum	\$		2	
Item Description:	: Elemental mercury and	d broken mercury the	rmometers			
Q	uestion	Mandatory / Optional	Multiple Responses Accepted?		Response	
35-1524(C) (1) (II OF THIS SOLICI INFORMATION. THESE PREFERE	FRACTOR SEE THE SC CODE, SECTION 11- I) AND SECTION IIB FATION FOR MORE	Mandatory	No	Yes		
ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR PREFERENCE-2%? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(D) AND IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES		Mandatory	No	Yes		
ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR PREFERENCE-4%? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(D) AND IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES		Mandatory	No	Yes		

Item	Quantity	Unit of Measure	Pı	rice	Estimated annual usage
9	1	30 gallon drum	\$		2
Item Description:	Corrosive liquid				
Qı	uestion	Mandatory / Optional	Multiple Responses Accepted?		Response
35-1524(C) (1) (III OF THIS SOLICIT INFORMATION. THESE PREFERE	TRACTOR EE THE SC CODE, SECTION 11- DO AND SECTION IIB TATION FOR MORE	Mandatory	No	Yes	
35-1524(D) AND I SOLICITATION F INFORMATION. I THESE PREFERE	ONTRACTOR 6? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes	
35-1524(D) AND I SOLICITATION F INFORMATION. I THESE PREFERE	ONTRACTOR 6? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes	

Item	Quantity	Unit of Measure	P	rice	Estimated annual usage
10	1	55 gallon drum	\$		4
Item Description:	Corrosive liquid		· · · · · · · · · · · · · · · · · · ·		
Qı	uestion	Mandatory / Optional	Multiple Responses Accepted?		Response
35-1524(C) (1) (III OF THIS SOLICIT INFORMATION. THESE PREFERE	TRACTOR EE THE SC CODE, SECTION 11- O AND SECTION IIB TATION FOR MORE	Mandatory	No	Yes	
ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR PREFERENCE-2%? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(D) AND IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES		Mandatory	No	Yes	
35-1524(D) AND I SOLICITATION F INFORMATION. I THESE PREFERE	ONTRACTOR 6? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes No	

Item	Quantity	Unit of Measure	Price	Estimated annual usage
11	1	55 gallon drum	\$	2

Item Description: Corrosive liquid with mercury. (Liquid waste from mercury analyzer, pH=0, contains dilute nitric acid and mercuric nitrate, mercury concentration varies from 20 ppb to 40 ppm, waste is in I gallon bottles)

	PPO to ,	5 pp.1.1,	mercure intrate, mercury concentration varies from 20 ppo to 40 ppm, waste is in 1 gailon bottles)							
Question	Mandatory / Optional	Multiple Responses Accepted?	Response							
ARE YOU REQUESTING THE SC RESIDENT CONTRACTOR PREFERENCE? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(C) (1) (III) AND SECTION IIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES	Mandatory	No	Yes No							
ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR PREFERENCE-2%? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(D) AND IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES	Mandatory	No	YesNo							
ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR PREFERENCE-4%? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(D) AND IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES	Mandatory	No	Yes No							

Item	Quantity	Unit of Measure	P	rice	Estimated annual usage	
12	1	30 gallon drum	\$		2	
Item Description:	COD ampoules			V. 5. h.h.		
Q	uestion	Mandatory / Optional	Multiple Responses Accepted?		Response	
35-1524(C) (1) (III OF THIS SOLICIT INFORMATION. THESE PREFERE	TRACTOR EE THE SC CODE, SECTION 11- DIAND SECTION LIBITATION FOR MORE	Mandatory	No	Yes		
35-1524(D) AND I SOLICITATION F INFORMATION. I THESE PREFERE	ONTRACTOR 6? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory ·	No	Yes		
35-1524(D) AND I SOLICITATION F INFORMATION. I THESE PREFERE	ONTRACTOR 6? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes		

Item	Quantity	Unit of Measure	Pı	rice	Estimated annual usage
13	1	5 gallon pail	\$		Unknown
Item Description:	COD ampoules			, <u></u>	
Qı	uestion	Mandatory / Optional	Multiple Responses Accepted?		Response
35-1524(C) (1) (III OF THIS SOLICIT INFORMATION. THESE PREFERE	TRACTOR EE THE SC CODE, SECTION 11- I) AND SECTION IIB TATION FOR MORE	Mandatory	No	Yes	
35-1524(D) AND I SOLICITATION F INFORMATION. THESE PREFERE	CONTRACTOR 6? SEE THE SC CODE, SECTION 11- UB & VIIB OF THIS FOR MORE	Mandatory	No	Yes No	
35-1524(D) AND I SOLICITATION F INFORMATION. I THESE PREFERE	ONTRACTOR 6? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes No	

Item	Quantity	Unit of Measure	Pr	rice	Estimated annual usage		
14	1	20 gallon drum	\$		2		
tem Description:	Flammable liquid	-					
Qı	uestion	Mandatory / Optional	Multiple Responses Accepted?		Response		
5-1524(C) (1) (III DF THIS SOLICIT NFORMATION. : THESE PREFERE	TRACTOR EE THE SC CODE, SECTION 11- (1) AND SECTION IIB TATION FOR MORE	Mandatory	No	Yes No			
5-1524(D) AND I SOLICITATION F NFORMATION. I THESE PREFERE	ONTRACTOR 6? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes No			
5-1524(D) AND I SOLICITATION F NFORMATION. I THESE PREFERE	ONTRACTOR 6? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes No			

Item	Quantity	Unit of Measure	P	rice	Estimated annual usage			
15	1	5 gallon drum	\$	2				
Item Description:	Expired oxidizing che	micals (Example - so	dium nitrate)					
Qı	iestion	Mandatory / Optional	Multiple Responses Accepted?		Response			
35-1524(C) (1) (III OF THIS SOLICIT INFORMATION. THESE PREFERE	RACTOR EE THE SC CODE, SECTION 11- ) AND SECTION IIB 'ATION FOR MORE	Mandatory	No	Yes				
35-1524(D) AND I SOLICITATION F INFORMATION. I THESE PREFERE	ONTRACTOR 6? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes				
35-1524(D) AND I SOLICITATION F INFORMATION, I THESE PREFERE	ONTRACTOR 5? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes No				

Item	Quantity	Unit of Measure	P	rice	Estimated annual usage
16 1		5 gallon drum	\$	was an	1
Item Description:	Expired reactive chem	icals (Example - sodi	um sulfide)	A	
Qı	uestion	Mandatory / Optional	Multiple Responses Accepted?		Response
35-1524(C) (1) (III OF THIS SOLICIT INFORMATION, I THESE PREFERE	TRACTOR EE THE SC CODE, SECTION 11- O AND SECTION IIB TATION FOR MORE	Mandatory	No	Yes	
35-1524(D) AND I SOLICITATION F INFORMATION. I FHESE PREFERE	CONTRACTOR 6? SEE THE SC CODE, SECTION 11- IIB & VIIB OF THIS FOR MORE	Mandatory	No	Yes No	
35-1524(D) AND I SOLICITATION F INFORMATION, I THESE PREFERE	ONTRACTOR 6? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes	

Item	Quantity	Unit of Measure	Pı	rice	Estimated annual usage	
17 1		5 gallon drum	\$		1	
tem Description:	Flammable solid (Exa	ample - magnesium ri	bbons)			
Qı	uestion	Mandatory / Optional	Multiple Responses Accepted?		Response	
35-1524(C) (1) (III OF THIS SOLICIT INFORMATION. IHESE PREFERE	TRACTOR EE THE SC CODE, SECTION 11- O AND SECTION IIB TATION FOR MORE	Mandatory	No	Yes		
35-1524(D) AND I SOLICITATION F NFORMATION. I THESE PREFERE	ONTRACTOR 6? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes No		
35-1524(D) AND I SOLICITATION F INFORMATION. I THESE PREFERE	ONTRACTOR 6? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes No		

		*						
Item	Quantity	Unit of Measure	P	rice	Estimated annual usage			
18	1	5 gallon drum	\$		1			
tem Description:	Expired PCB standard	s in solvent, most via	ls contain 1-5 m	Î				
Qı	1estion	Mandatory / Optional	Multiple Responses Accepted?		Response			
5-1524(C) (1) (III OF THIS SOLICIT NFORMATION. I THESE PREFERE	TRACTOR EE THE SC CODE, SECTION 11- O AND SECTION IIB TATION FOR MORE	Mandatory	No	Yes				
35-1524(D) AND I SOLICITATION F NFORMATION. I THESE PREFERE	ONTRACTOR 6? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes				
5-1524(D) AND I SOLICITATION F NFORMATION. I THESE PREFERE	ONTRACTOR 6? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes				

Item	Quantity	Unit of Measure	Price	Estimated annual usage
19	1	5 gallon drum	\$	1

**Item Description:** Expired standards containing dioxan precursors (silvex, pentachlorophenol, etc) in solvent, most vials contain 1-5 ml

1-5 ml			
Question	Mandatory / Optional	Multiple Responses Accepted?	Response
ARE YOU REQUESTING THE SC RESIDENT CONTRACTOR PREFERENCE? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(C) (1) (III) AND SECTION IIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES	Mandatory	No	Yes No
ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR PREFERENCE-2%? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(D) AND IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES	Mandatory	No	Yes No
ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR PREFERENCE-4%? SEE THE SC PROCUREMENT CODE, SECTION 11- 35-1524(D) AND IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/PRE FERENCES	Mandatory	No	Yes No

Item	Quantity	Unit of Measure	Pı	rice	Estimated annual usage
20	1	5 gallon drum	\$		1
Item Description:	Toxic				
Qı	iestion	Mandatory / Optional	Multiple Responses Accepted?		Response
35-1524(C) (1) (III OF THIS SOLICIT INFORMATION. I THESE PREFERE	TRACTOR EE THE SC CODE, SECTION 11- ) AND SECTION IIB TATION FOR MORE	Mandatory	No	Yes	
35-1524(D) AND I SOLICITATION F INFORMATION. I THESE PREFERE	ONTRACTOR 6? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes	
35-1524(D) AND I SOLICITATION F INFORMATION. I THESE PREFERE	ONTRACTOR 6? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes No	

Т	0	Ί	Α	L	C	(	9	Т	(	)F	E	Α	C	H	$\mathbf{I}$	Π	EΝ	M	$\Pi$	V	$\mathbf{C}$		\$		
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D. <u>LAMPS</u>

Item	Quantity	Unit of Measure	Pı	rice	Estimated annual usage
21	1	lamp	\$		Unknown
Item Description:	Electrodeless lamps (A	As Cd, Pb, Sb, Se T1)			
Qu	estion	Mandatory / Optional	Multiple Responses Accepted?		Response
35-1524(C) (1) (III OF THIS SOLICIT INFORMATION. I THESE PREFERE	RACTOR EE THE SC CODE, SECTION 11- ) AND SECTION IIB ATION FOR MORE	Mandatory	No	Yes No	
35-1524(D) AND I SOLICITATION F INFORMATION. I THESE PREFERE	ONTRACTOR 17 SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes	
35-1524(D) AND I SOLICITATION F INFORMATION. F THESE PREFEREN	ONTRACTOR ? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes No	

Item	Quantity	Unit of Measure	Pı	rice	Estimated annual usage
22	1	lamp	\$		Unknown
Item Description:	Hallow cathode lamps	(As Cd, Pb, Sb, Se	T1)		
Qu	testion	Mandatory / Optional	Multiple Responses Accepted?		Response
35-1524(C) (1) (III OF THIS SOLICIT INFORMATION. I THESE PREFERE	RACTOR EE THE SC CODE, SECTION 11- ) AND SECTION IIB 'ATION FOR MORE	Mandatory	No	Yes	
35-1524(D) AND I SOLICITATION F INFORMATION. I THESE PREFERE	ONTRACTOR 5? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes	·
35-1524(D) AND I SOLICITATION F INFORMATION. I THESE PREFEREI	ONTRACTOR  ? SEE THE SC CODE, SECTION 11- IB & VIIB OF THIS OR MORE	Mandatory	No	Yes No	

TOTAL COST OF EACH ITEM IN D: \$	
TOTAL COST FOR A, B CAND D: \$	

Reside	ent Subcontractor	Schedule		
Prefer	ence - 2% (See			
Section	on VIII for details)			
Line Item Number	Subcontractor That is to Perform Work	Work That Subcont	ractor is to	Factual Basis for the Determination that Subcontractors Work Constitutes the Required Percentage of Work to be Performed
				a di de
				·
	·			
Reside	nt Subcontractor	Schedule		
	ence - 4% (See n VIII for details)			
Line Item				Factual Basis for the Determination that Subcontractors Work Constitutes the Required
Number	Subcontractor That is to Perform Work	Perform	ractor is to	Percentage of Work to be Performed
Number			ractor is to	
Number			ractor is to	
Number			ractor is to	
Number			ractor is to	
Number			ractor is to	
Number			ractor is to	

# X. Attachments to Solicitation

- A. Nonresident Taxpayer Registration Affidavit Income Tax Withholding
- B. Income Tax Credit
- C. Offeror's Checklist

# NONRESIDENT TAXPAPER REGISTRATION ADIDAVIT INCOME TAX WITHHOLDING

## IMPORTANT TAX NOTICE - NONRESIDENTS ONLY

Withholding Requirements for Payments to Nonresidents: Section 12-8-550 of the South Carolina Code of Laws requires persons hiring or contracting with a nonresident conducting a business or performing personal services of a temporary nature within South Carolina to withhold 2% of each payment made to the nonresident. The withholding requirement does not apply to (1) payments on purchase orders for tangible personal property when the payments are not accompanied by services to be performed in South Carolina, (2) nonresidents who are not conducting business in South Carolina, (3) nonresidents for contracts that do not exceed \$10,000 in a calendar year, or (4) payments to a nonresident who (a) registers with either the S.C. Department of Revenue or the S.C. Secretary of State and (b) submits a Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to the person letting the contract.

The withholding requirement applies to every governmental entity that uses a contract ("Using Entity"). Nonresidents should submit a separate copy of the Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to every Using Entity that makes payment to the nonresident pursuant to this solicitation. Once submitted, an affidavit is valid for all contracts between the nonresident and the Using Entity, unless the Using Entity receives notice from the Department of Revenue that the exemption from withholding has been revoked.

Section 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of \$1,200.00 or more a year for the use of or for the privilege of using property in South Carolina to withhold 7% of the total of each payment made to a nonresident taxpayer who is not a corporation and 5% if the payment is made to a corporation. Contact the Department of Revenue for any applicable exceptions.

For information about other withholding requirements (e.g., employee withholding), contact the Withholding Section at the South Carolina Department of Revenue at 803-898-5383 or visit the Department's website at www.sctax.org.

This notice is for informational purposes only. This agency does not administer and has no authority over tax issues. All registration questions should be directed to the License and Registration Section at 803-898-5872 or to the South Carolina Department of Revenue, Registration Unit, Columbia, S.C. 29214-0140. All withholding questions should be directed to the Withholding Section at 803-898-5383.

http://www.sctax.org/Form-and+Instructions/withholding/default.htm



# STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING

(Rev. 6/26/01) 3323

2. Trade	of Nonresident Taxpayer:
3. Mailin	Address:
1. Federa	Identification Number:
5	Hiring or Contracting with: Name:
	Address:
	Receiving Rentals or Royalties From: Name:
	Address:
<del></del>	Beneficiary of Trusts and Estates: Name:
	Address:
Date	r certify that the above named nonresident taxpayer is currently registered with (check the appropriate box): he South Carolina Secretary of State or he South Carolina Department of Revenue of Registration:
Date  Date  Under  Carolin  Lunder  Section  12-8-5	he South Carolina Secretary of State or he South Carolina Department of Revenue of Registration:  stand that by this registration, the above named nonresident taxpayer has agreed to be subject to the ion of the South Carolina Department of Revenue and the courts of South Carolina to determine its South a tax liability, including estimated taxes, together with any related interest and penalties.  stand the South Carolina Department of Revenue may revoke the withholding exemption granted under Code is 12-8-540 (rentals), 12-8-550 (temporarily doing business or professional services in South Carolina), and to distributions to nonresident beneficiary by trusts or estates) at any time it determines that the above named
Date  Date  Under  Carolin  Lunder  Section  12-8-5	he South Carolina Secretary of State or he South Carolina Department of Revenue of Registration:  stand that by this registration, the above named nonresident taxpayer has agreed to be subject to the ion of the South Carolina Department of Revenue and the courts of South Carolina to determine its South
Date  I under jurisdic Carolir I under Section 12-8-5 nonres liability	he South Carolina Secretary of State or he South Carolina Department of Revenue of Registration:  stand that by this registration, the above named nonresident taxpayer has agreed to be subject to the ion of the South Carolina Department of Revenue and the courts of South Carolina to determine its South a tax liability, including estimated taxes, together with any related interest and penalties.  stand the South Carolina Department of Revenue may revoke the withholding exemption granted under Code is 12-8-540 (rentals), 12-8-550 (temporarily doing business or professional services in South Carolina), and to distributions to nonresident beneficiary by trusts or estates) at any time it determines that the above named
Date  7. I under jurisdic Carolir Section 12-8-5 nonres liability The under Secogniz	he South Carolina Secretary of State or he South Carolina Department of Revenue of Registration:  stand that by this registration, the above named nonresident taxpayer has agreed to be subject to the ion of the South Carolina Department of Revenue and the courts of South Carolina to determine its South a tax liability, including estimated taxes, together with any related interest and penalties.  stand the South Carolina Department of Revenue may revoke the withholding exemption granted under Codes 12-8-540 (rentals), 12-8-550 (temporarily doing business or professional services in South Carolina), and 0 (distributions to nonresident beneficiary by trusts or estates) at any time it determines that the above named dent taxpayer is not cooperating with the Department in the determination of its correct South Carolina taxisigned understands that any false statement contained herein could be punished by fine, imprisonment or
Date  7. I under jurisdic Carolir Section 12-8-5 nonres liability The under Secogniz	he South Carolina Secretary of State or he South Carolina Department of Revenue of Registration:  stand that by this registration, the above named nonresident taxpayer has agreed to be subject to the ion of the South Carolina Department of Revenue and the courts of South Carolina to determine its South a tax liability, including estimated taxes, together with any related interest and penalties.  stand the South Carolina Department of Revenue may revoke the withholding exemption granted under Codes 12-8-540 (rentals), 12-8-550 (temporarily doing business or professional services in South Carolina), and 0 (distributions to nonresident beneficiary by trusts or estates) at any time it determines that the above named dent taxpayer is not cooperating with the Department in the determination of its correct South Carolina tax signed understands that any false statement contained herein could be punished by fine, imprisonment or that I am subject to the criminal penalties under Code Section 12-54-44 (B) (6) (a) (i), I declare that I have this affidavit and to the best of my knowledge and belief, it is true, correct and complete.
Date  I under jurisdic Carolir  I under Section 12-8-5 nonres liability he under ooth.  Recogniz examined	he South Carolina Secretary of State or he South Carolina Department of Revenue of Registration:  stand that by this registration, the above named nonresident taxpayer has agreed to be subject to the ion of the South Carolina Department of Revenue and the courts of South Carolina to determine its South a tax liability, including estimated taxes, together with any related interest and penalties.  stand the South Carolina Department of Revenue may revoke the withholding exemption granted under Codes 12-8-540 (rentals), 12-8-550 (temporarily doing business or professional services in South Carolina), and 0 (distributions to nonresident beneficiary by trusts or estates) at any time it determines that the above named dent taxpayer is not cooperating with the Department in the determination of its correct South Carolina tax signed understands that any false statement contained herein could be punished by fine, imprisonment or that I am subject to the criminal penalties under Code Section 12-54-44 (B) (6) (a) (i), I declare that I have a signed under the criminal penalties under Code Section 12-54-44 (B) (6) (a) (ii), I declare that I have
Date 7. I under jurisdic Carolir 8. I under Section 12-8-5 nonres liability The under both. Recognizexamined	the South Carolina Secretary of State or he South Carolina Department of Revenue of Registration:  stand that by this registration, the above named nonresident taxpayer has agreed to be subject to the fon of the South Carolina Department of Revenue and the courts of South Carolina to determine its South at ax liability, including estimated taxes, together with any related interest and penalties.  Stand the South Carolina Department of Revenue may revoke the withholding exemption granted under Code is 12-8-540 (rentals), 12-8-550 (temporarily doing business or professional services in South Carolina), and 0 (distributions to nonresident beneficiary by trusts or estates) at any time it determines that the above named dent taxpayer is not cooperating with the Department in the determination of its correct South Carolina tax signed understands that any false statement contained herein could be punished by fine, imprisonment or the saffidavit and to the best of my knowledge and belief, it is true, correct and complete.  (Seal)

#### INCOME TAX CREDIT

References: SC §12-6-3350 – Income Tax Credit for State Contractors Having Subcontracts with MINORITY Firms

Taxpayers, who utilize certified minority subcontractors, may take a tax credit equal to 4% of the payments they make to said subcontractors. The payments claimed must be based on work performed directly for a South Carolina state contract. The credit is capped at \$50,000 per year or the total tax liability; whichever is lesser. The taxpayer is eligible to claim the credit for 10 consecutive taxable years beginning with the taxable year in which the credit is first claimed. There is no carry forward of unused credits.

The credit may be claimed on Form TC-2, "Minority Business Credit." A copy of the subcontractor's certificate from the Governor's Office of Small and Minority Business (OSMBA) is to be attached to the contractor's income tax return. Taxpayers must maintain evidence of work performed for a State contract by the minority subcontractor.

Questions regarding the tax credit and how to file are to be referred to:

### **SC** Department of Revenue

Research and Review Phone: (803) 898-5786 FAX: (803) 898-5888

Reference: SC §11-35-5010-Definition for Minority Subcontractor

SC §11-35-5230 (B)-Regulations for Negotiating with State Minority Firms

The subcontractor must be certified as to the criteria of a "Minority Firm" by the Governor's Office of Small and Minority Business Assistance (OSMBA). Certificates are issued to subcontractors upon successful completion of the certification process. Questions regarding subcontractor certification are to be referred to:

Governor's Office of Small and Minority Business Assistance

Phone: (803) 734-0657 FAX: (803) 734-2498

# **OFFEROR'S CHECKLIST (JUN 2007)**

#### OFFEROR'S CHECKLIST -- AVOID COMMON BID/PROPOSAL MISTAKES

Review this checklist prior to submitting your bid/proposal. If you fail to follow this checklist, you risk having your bid/proposal rejected.

- Do not include any of your standard contract forms!
- Unless expressly required, do not include any additional boilerplate contract clauses.
- Reread your entire bid/proposal to make sure your bid/proposal does not take exception to any of the state's mandatory requirements.
- Make sure you have properly marked all protected, confidential, or trade secret information in accordance with the instructions entitled: SUBMITTING CONFIDENTIAL INFORMATION. <u>DO NOT</u> mark your entire bid/proposal as confidential, trade secret, or protected! <u>Do not</u> include a legend on the cover stating that your entire response is not to be released!
- Have you properly acknowledged all amendments? Instructions regarding how to acknowledge an amendment should appear in all amendments issued.
- Make sure your bid/proposal includes a copy of the solicitation cover page. Make sure the cover page is signed by a person that is authorized to contractually bind your business.
- Make sure your Bid/proposal includes the number of copies requested.
- Check to ensure your Bid/proposal includes everything requested!
- If you have concerns about the solicitation, do not raise those concerns in your response! After opening, it is too late! If this solicitation includes a pre-bid/proposal conference or a question & answer period, raise your questions as a part of that process! Please see instructions under the heading "submission of questions" and any provisions regarding pre-bid/proposal conferences.